## Collegium EventOffice

**From:** Collegium EventOffice
**Sent:** Dienstag, 29. April 2025 17:04
**To:** c.barnes22@imperial.ac.uk
**Cc:** Cologna Viktoria; Collegium EventOffice
**Subject:** 03./04.06.25 panel discussion & workshop // Viktoria Cologna
**Attachments:** EN_SpeakersInformation_.pdf; payment_order_240702.pdf

Dear Clair Barnes,

We are delighted that you will participate in the panel discussion and workshop "**Seeing is Believing: Extreme Weather Events and Climate Action**" on June 03/ 04, 2025, at the Collegium Helveticum in Zurich, organized by Viktoria Cologna (Fellow at the Collegium).
You can find the program of the panel discussion on June 3, 2025, on our website. The program of the workshop on June 4, 2025, will be forwarded to you and the other speakers by the organizer in due time.

My name is Valentina Azzato, representing the event office which takes care of the administrative part of the event.
For questions concerning the content of the event and your contribution, please contact Viktoria Cologna.

Attached you will find some information regarding your accommodation, your travel organization and technical issues. We kindly ask you to read this information carefully.

- For invited guests from Europe and for guests with an international home base: The ETH travel agency Kuster will make your flight arrangements. The flight cost will then directly be charged to the ETH.
  Please note that ETH can only pay for the flight expenses that are processed via the travel agency Kuster.
  Please contact the ETH travel agency Kuster within the next 5 days via email ( eth@kuster-reisen.ch ) for booking your flight.
  Due to ETH guidelines, only direct travel costs and Economy flights/trains can be reimbursed.
  Direct travel: From your point of origin (London, UK) to your point of destination (= Zurich, Collegium Helveticum) and back to your point of origin.

- For transportation reimbursement to and from the airport to the hotel/ the travel to the Collegium please use the payment order form attached.
  To get reimbursed, please send the completed form back to eventoffice@collegium.ethz.ch along with the receipts (format pdf) **until July 4, 2025, at the very latest**.
  We ask for your understanding that if the sent documents do not meet the beforementioned requirements we unfortunately cannot consider the reimbursement.

We have booked a room at the Hotel Marta for you on charge of the Collegium Helveticum. From the Hotel Marta to the Collegium, it is only a 10 minute journey by foot and tram.

- **1 room** with shower/bath and WC, breakfast and WLAN
  **Arrival Date: June 2, 2025, Departure Date: June 4, 2025**.
  Please note that we (eventoffice@collegium.ethz.ch) are your single point of contact regarding the arrangement of your accommodation (change of dates, etc.) and your stay at the hotel marta will directly be charged to the Collegium.
  That means that if you need a change of arrangement of your accommodation, please contact us directly.
  You will get the check-in information approximately 24-48 hours before directly from the hotel.

We appreciate your consideration and please do not hesitate to contact me in case of additional queries!

Kind regards,
Valentina

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**Valentina Azzato**
Support Events

**Collegium Helveticum**
Swiss Institute for Advanced Study
Schmelzbergstrasse 25
ETH Center/STW
CH-8092 Zürich

E-Mail: eventoffice@collegium.ethz.ch
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collegium.ethz.ch
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# Speaker's Information for invited Collegium's Guests

## Accommodation

**The event office has booked a room for you.** The costs (without additional costs) will directly be charged to the Collegium Helveticum.

**Please inform event office** (eventoffice@collegium.ethz.ch) **in case you would need a change of the arrangement of your hotel accommodation**.

## Travel organization

The Collegium Helveticum is not able to pay an honorarium to the speakers. However, the Collegium Helveticum will pay for all your direct travel expenses (flight / train costs economy class) to travel to Zurich (Collegium) and return to your point of origin (= home university). Regarding ground transportation: This means we can reimburse ground transportation with public transportation in Switzerland and the equivalent, e.g. airport shuttle for the US, typically no individual taxi.

For invited guests from Europe and for guests with an international home base: The ETH travel agency Kuster will make flight arrangements. The travel cost will then directly be charged to ETH. **Please note that the ETH can only pay for the flight expenses that are processed via the travel agency Kuster.**
**Please contact the ETH travel agency Kuster via mail** (eth@kuster-reisen.ch ) **for booking your flight.**
In order to make a valid reservation and issue the tickets, ETH-Kuster needs the following information from you:
- Family name according to passport
- All first names according to passport
- Date of birth
- Mobile phone number
- Known Traveler Number (if available)
- Frequent flyer membership (if available)

Due to ETH guidelines, only the direct travel costs and Economy flights / trains can be reimbursed (from the guest's point of origin (Home University) to Zürich (Collegium Helveticum) and back). The refund can be processed using the payment order (together with the receipts, pdf Format) to eventoffice@collegium.ethz.ch **at the latest 4 weeks after the event**.

**If you are travelling by train, please book your journey independently**. The refund can be processed using the payment order (together with the receipts, pdf Format) to eventoffice@collegium.ethz.ch **at the latest 4 weeks after the event**.

For transportation reimbursement to and from the airport/train station please also use the payment order form and send it to eventoffice@collegium.ethz.ch until **4 weeks after the event** at the very latest.

## Technical Issues

For the presentation, speakers can either bring their own laptop or provide the file for our in-house laptop (MacBook Pro*) which is precisely adjusted to our technical facilities. **We would recommend the in-house laptop because switching computers can pose technical**

**problems and cause delays. In the context of virtual participants, it is mandatory to use the in-house laptop.**
If speakers bring their own laptops, they should plan on arriving 15-20 minutes in advance to test their presentation. The speakers are also encouraged to bring a backup of their presentation on a USB-stick. If speakers wish to use the in-house laptop, please e-mail your presentation well in advance to eventoffice@collegium.ethz.ch or bring it on a USB-stick to the event. The technical equipment can support USB-C, USB 3.0, HDMI and presentations with a 16:9 format.

*MacBook Pro with MacOS Ventura, Microsoft Office (Word, PowerPoint, Excel), Adobe Acrobat Reader DC, Macintosh's Keynote, Zoom.

**Arrival:** Collegium Helveticum, Semper-Sternwarte (ETH STW),_Schmelzbergstrasse 25, 8006 Zürich

Guideline

ETH
Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

ETH Zurich
Finance Department / Account Payables / SEW
8092 Zürich
Smart-Desk (helpline account payable):

To pick a smart desk helpline request (ticket)
for accounts payable please click here

# Payment order valid as of 2019 (If there is no invoice and for charges/expenses of non ETH employees)

If you afterwards enter this form in ***ETHIS***, you can leave the WBS account assignment (or cost center account assignment ), general ledger account and the entire signature block blank. Then enter this data directly in the ***ETHIS*** entry screen ("Record supplier invoice").

## Order given by

ETH-Unit **Collegium Helveticum**
Name **Truttmann** Firstname **Andrea**
Address **Schmelzbergstrasse 25** ZIP-Code/City **8092** **Z.rich**
Contact Person for this application **Truttmann Andrea** Phone **0446326906** info

## Beneficiary/Account holder

**Account holder and beneficiary have to be identical: choose either company/ institution or individual**

Beneficiary's Name: First name
Company/Institution
Address
ZIP-Code and City Country

Bankdetails: Bank name Branch
ZIP-Code and City Country
Account number Clearing number
SWIFT/BIC
IBAN

**Special bank codes** for specific countries. As example ABA Routing-No for USA etc.

**Notification text (Reference)** for the beneficiary. Limited to 16 characters.

**Amount to pay** Currency to pay **choose:** Amount

***The form must be accompanied by documents justifying the business case.***
***You can simply upload this form and the enclosures to ETHIS.***

***The following fields are only to be filled in if the order has to go through the paper process because certain WBS elements, (or cost center accounts) or general ledger accounts have not been enabled in ETHIS. Otherwise, the account assignment and approval must be carried out in ETHIS.***

## Account assignment

WBS to be debit **n/a** or Cost center account **n/a**
General ledger account **99999999** To be paid by **n/a**
Booking text (reason) **n/a**
Enclosures (obligatory)

## Signatures and Function Roles

Date: D Name: **Truttmann** Signature:
Function: **Budget Manager**
*Special function: If Appendix FR: Description special function:*

Date: D Name: **Truttmann** Signature:
Function: **Budget Manager**
*Special function: If Appendix FR: Description special function:*